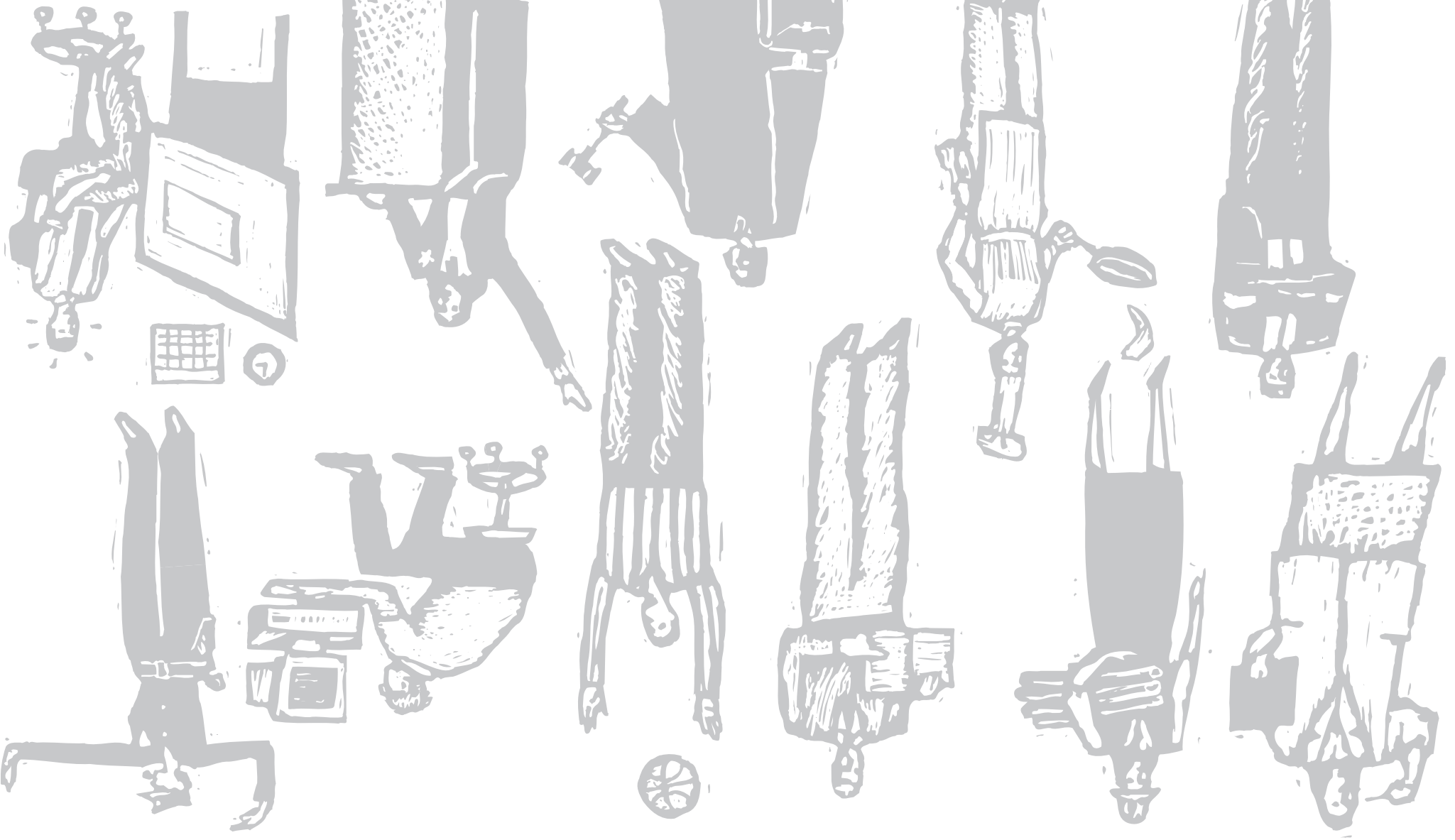


It's Your Career—Own It!

2008-09



GUSTAVUS
career center



G-Net

G-Net is the Career Center's primary on-line tool to assist you with job searching including:

- Information emails that fit your career interests
- Job and internship postings
- Calendar of Career Center events and services
- Employer contact information
- Submit résumés for campus interviews
- Schedule on-campus interviews
- Get career information
- Find a Career Mentor (Gustavus alumni who REALLY want to help you!)

Click on G-Net logo on Career Center webpage to get started!



This is a statewide job and internship posting site for MN. Employers can post opportunities at no cost – so lots of them post! Click on LandIt! Logo on Career Center webpage or go to www.landit.org.

interview



stream

Interview Stream

Click on logo on the Career Center webpage to get Interview advice AND use webcam to video your practice Interviews!

GUSTAVUS
career center

800 West College Avenue
St. Peter, MN 56082
Telephone: (507) 933-7586
Fax: (507) 933-6277
E-mail: career-center@gustavus.edu
Web: www.gustavus.edu/careercenter

Location:
Johnson Student Union, Room 213

Hours:
Monday–Friday
8 a.m.–4:30 p.m.

Quick Questions:
(when classes are in session)
Monday–Friday
2–3:30 p.m.

Resource Library:
Available during all office hours
(Most items available for check out)

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GRE Prep Sessions

**Mondays, Sept. 22, 29, Oct. 6, 6:30 p.m.
 St. Peter Room**

Learn strategies to get the highest possible score on the GRE required for most graduate programs. This is a series – NOT repeated sessions!

Government Job Fair

**Friday, Oct. 24, 10 a.m.–4 p.m.
 U of M Coffman Center**

Meet employers from federal, state, and local government agencies to learn about opportunities and selection processes. Bring résumés and wear MOST PROFESSIONAL dress. Advance registration through the Career Center is required and the Career Center will provide transportation if there is enough interest.

Employer Information Day

**Wednesday, Sept. 24, 10:30 a.m.–2:30 p.m.
 Heritage Room**

Meet 25+ Gustavus Employer Partners to learn about careers, internships, selection processes and who is interested in Gusties! Bring résumés and wear business casual dress.

**MN Private Colleges Job and Internship Fair
 Required Information Sessions**

Learn about the fair with 200 employers and 1500 candidates. You cannot go to this after you graduate – NOW is your time!

**November 3, 11:30 a.m., noon, 12:30 p.m.
 November 4, 2:30, 3:00, 3:30 p.m.
 November 5, 10:00, 10:30 a.m.,
 3:30, 4 p.m.
 November 6, 11:30 a.m., noon,
 12:30, 3:00, 3:30 p.m.
 all in Library AV1**

Year of Service

**Thursday, Oct. 16, 6:30 p.m.
 St. Peter Room**

Learn about the many opportunities to do a year of service before continuing your education or starting a career position.

Check **G-Net** for additional workshops (résumés/letter writing and interviewing), employer campus presentations and interviews, and career-related events. All events are subject to change – confirm by calling the Career Center at 507-933-7586 or checking G-Net.

Tips & Tidbits

May '09

CELEBRATE!

- Enjoy your last month on campus!
- Continue search activities as needed
- Let the Career Center know what assistance you need
- Career Center e-mails and G-Net accounts will stay active until July 1—and beyond at your request

Dates subject to change — be sure to check G-Net for more information and to confirm dates, times, and locations.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---------------|---|----------------------------|------------------------------|---------------|-----------------------------|
| | | | | | 1 | 2 |
| <i>DETAILS ON</i> | | | | | | |
| G-Net | | | | | | |
| at: www.gustavus.edu/careercenter/ | | | | | | Honors Day |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | 25 Days to Graduation | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | | Internship Orientation 3:30 p.m. | Last Day of Classes | Reading Day | Finals | Finals |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Finals | Finals | Finals | | | | Graduation Rehearsal |
| 31 | | Semester Ends | | | | |
| Graduation | | | | Senior Week | | |

“A strong, positive self-image is the best possible preparation for success.”

– Joyce Brothers

“Life’s under no obligation to give us what we expect.”

– Margaret Mitchell

April '09

KEEP ON!

- Attend MN Private Colleges Pathways to Careers in Communications Careers
- Continue to read Career Center e-mail messages, search G-Net and other websites for position openings, and apply for position openings, and apply
- Continue to let family and friends know that you are seeking employment and ask for advice and suggestions
- Identify employment agencies for assistance finding temporary or temp to perm positions (these agencies are the largest employers of new college grads!)
- Develop a backup plan if your search extends past graduation
- Attend Senior Transition Programs at Gustavus
- Teachers: Attend MN Education Job Fair
- Attend Idealist.org Job Fair at the U of M on Tuesday, April 14

Dates subject to change — be sure to check G-Net for more information and to confirm dates, times, and locations.

| | | | | | | | |
|-----------|----|-----------------------|----|----|----|----|----|
| Sunday | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Monday | | MN Education Job Fair | | | | | |
| Tuesday | | | | | | | |
| Wednesday | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | 26 | 27 | 28 | 29 | 30 | | |
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |

May Day!
Conference

September '08

GET READY!

- Update resume and have reviewed by Career Center
- Update G-Net profile and upload updated resume
- Get business casual and most professional clothes to campus!
- Conduct a Personal Internet Presence self-audit (on the Internet do you look the way you want employers to see you?)
- Attend workshops on Resume/Letter Writing, Interviewing, and G-Net

Dates subject to change — be sure to check G-Net for more information and to confirm dates, times, and locations.

| | | | | | | | |
|-----------|----|---|---|---|---------------------------|-------------------------------|----|
| Sunday | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| Monday | | Find an Internship 3:30 p.m. Use G-Net 4 p.m. | Find an Internship 3:30 p.m. | Classes Begin | Ultimate Road Trip 7 p.m. | Find an Internship 10:30 a.m. | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Monday | | Interview Workshop 11:30 a.m. & 12:30 p.m. GRE Workshop I 6:30 p.m. | Job Search Workshop 11:30 a.m. & 12:30 p.m. | Employer Information Day 10:30 a.m.-2:30 p.m. | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | 28 | 29 | 30 | | | | |
| Monday | | GRE Workshop II 6:30 p.m. Use G-Net 3:30 p.m. | Use G-Net 3:30 p.m. | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |

Tips & Tidbits

MEET EMPLOYERS

- Join professional associations appropriate to career interests
- Attend professional meetings/conferences appropriate to career interests (volunteer or ask for scholarships to get registration fees free!)
- Attend employer information sessions on campus
- Submit résumés on G-Net for campus interviews
- Attend campus interviews
- Attend “A Year of Service” workshop
- Attend the **Government Job Fair** at the U of M—federal, state, and local government agencies will attend
- Check Career Center off-campus event notebook for career days and job fairs

Dates subject to change — be sure to check G-Net for more information and to confirm dates, times, and locations.

October '08

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|--|---|--|-----------|
| | | | 1 Use G-Net 3:30 p.m. | 2 | 3 | 4 |
| <i>DETAILS ON</i> G-Net at: www.gustavus.edu/careercenter/ | | | Homecoming / Family Weekend | | | |
| 5 | 6 GRE Workshop III 6:30 p.m. | 7 | 8 | 9 | 10 Find an Internship 10:30 a.m. | 11 |
| Homecoming / Family Weekend | | Nobel Conference | | | | |
| 12 | 13 | 14 Find an Internship 3:30 p.m. Use G-Net 4 p.m. | 15 | 16 Find an Internship 3:30 p.m. Use G-Net 4 p.m. Year of Service Workshop 6:30 p.m. | 17 Find an Internship 10:30 a.m. | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 Government Job Fair @ U of M 10 a.m.–4 p.m. Find an Internship 10:30 a.m. | 25 |
| Fall Break | | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Tips & Tidbits

APPLY! APPLY!

- Attend campus employer presentations and interviews
- Go to websites of employers of interest to learn about position openings and apply
- Search websites for jobs and to post résumés
- Send letters to inquire about career opportunities to employers of interest
- Arrange to visit/interview with employers over spring break—especially those out of state
- Attend Career Center workshops as needed
- Teachers: register to attend MN Education Job Fair

Dates subject to change — be sure to check G-Net for more information and to confirm dates, times, and locations.

March '09

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------------------------|-----------|--|--|--|-----------|-----------|
| 1 | 2 | 3 Résumés/Letters Workshop 3:30 p.m. | 4 | 5 Use G-Net 11:30 a.m. & 12:30 p.m. | 6 | 7 |
| 8 | 9 | 10 Interview Workshop 3:30 p.m. | 11 Internship Fair 11 a.m.–2 p.m. Use G-Net 3:30 p.m. | 12 | 13 | 14 |
| 15 | 16 | 17 Job Search Workshop 3:30 p.m. | 18 Health Professions Fair 11:30 a.m.–2:30 p.m. | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| Spring Break | | | | | | |
| 29 | 30 | 31 | | | | |

DETAILS ON
G-Net
at: www.gustavus.edu/careercenter/

GO TO FAIR

- Schedule interviews directly with employers attending the fair
- Check www.mnpfair.org for updates on fair employers

- Attend Gustavus Career Connections Reception

- Attend MN Private Colleges Job and Internship Fair at the Minneapolis Convention Center—wear MOST professional dress!

- Send thank you notes to employers you meet at the fair

- Submit resumes on G-Net for spring campus interviews

Dates subject to change — be sure to check G-Net for more information and to confirm dates, times, and locations.

February '09

| | |
|-----------|---|
| Sunday | 1 |
| Monday | 2 |
| Tuesday | 3 |
| Wednesday | 4 |
| Thursday | 5 |
| Friday | 6 |
| Saturday | 7 |

Touring Week

| | |
|-----------|----|
| Sunday | 8 |
| Monday | 9 |
| Tuesday | 10 |
| Wednesday | 11 |
| Thursday | 12 |
| Friday | 13 |
| Saturday | 14 |

Spring Semester Begin
Job/Intern Fair
Prep Reception
6:30 p.m.

| | |
|-----------|----|
| Sunday | 15 |
| Monday | 16 |
| Tuesday | 17 |
| Wednesday | 18 |
| Thursday | 19 |
| Friday | 20 |
| Saturday | 21 |

MN Private Colleges Job/Internship Fair
MN Private Colleges Interview Workshop
3:30 p.m.
100 Days to Graduation

| | |
|-----------|----|
| Sunday | 22 |
| Monday | 23 |
| Tuesday | 24 |
| Wednesday | 25 |
| Thursday | 26 |
| Friday | 27 |
| Saturday | 28 |

ELCA Camp Fair
Heritage Room

G-Net
DETAILS ON
at: www.gustavus.edu/careercenter/

NETWORK

- Attend MN Private Colleges Job and Internship Fair Information Sessions
- Contact Gustavus Career Mentors (find on G-Net)
- Conduct informational interviews with Career Mentors, family, friends, people in jobs of interest to you
- Research careers of interest and the salary information on G-Net

Dates subject to change — be sure to check G-Net for more information and to confirm dates, times, and locations.

"The secret of getting ahead is getting started."
— Sally Berger

November '08

| | |
|-----------|---|
| Sunday | 1 |
| Monday | 2 |
| Tuesday | 3 |
| Wednesday | 4 |
| Thursday | 5 |
| Friday | 6 |
| Saturday | 7 |

G-Net
DETAILS ON
at: www.gustavus.edu/careercenter/

| | |
|-----------|----|
| Sunday | 8 |
| Monday | 9 |
| Tuesday | 10 |
| Wednesday | 11 |
| Thursday | 12 |
| Friday | 13 |
| Saturday | 14 |

Job/Internship Fair Info Sessions

| | |
|-----------|----|
| Sunday | 15 |
| Monday | 16 |
| Tuesday | 17 |
| Wednesday | 18 |
| Thursday | 19 |
| Friday | 20 |
| Saturday | 21 |

| | |
|-----------|----|
| Sunday | 22 |
| Monday | 23 |
| Tuesday | 24 |
| Wednesday | 25 |
| Thursday | 26 |
| Friday | 27 |
| Saturday | 28 |

| | |
|--------|----|
| Sunday | 29 |
| Monday | 30 |

Thanksgiving Break

Tips & Tidbits

THINK ... PLAN

- Register to attend MN Private Colleges Job and Internship Fair in February
- Ask family, friends, and faculty for feedback on résumé and suggestions on possible employers to contact
- Send résumé to previous employers and internship sites to request referral to positions
- Review G-Net calendar to create a plan for spring semester job search
- Follow up with employer contacts from fall semester as appropriate

Dates subject to change — be sure to check G-Net for more information and to confirm dates, times, and locations.

“You don’t just luck into things as much as you think you do. You build step by step—whether it’s friendship or opportunities.”
 — Barbara Bush

December '08

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------------------|---|--|---------------------|---|----------------------------------|--------------------------|
| | 1 Job/Intern Fair Registration Begins | 2 | 3 | 4 Internship Orientation 3:30 p.m. | 5 | 6 |
| 7 | 8 Internship Orientation 6 p.m. | 9 Internship Orientation 3:30 p.m. | 10 | 11 Internship Orientation 3:30 p.m. | 12 Last Day of Classes | 13 Reading Day |
| 14 | 15 Finals | 16 Finals | 17 Finals | 18 Finals Semester Ends | Christmas Break . . . | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Christmas Break | | | | | | |
| 28 | 29 | 30 | 31 | Christmas Break | | |

DETAILS ON

 at: www.gustavus.edu/careercenter/

Tips & Tidbits

PREPARE FOR FAIR

- Attend Career Center Open House
- Prepare to attend MN Private Colleges Job and Internship Fair in February
- Research employers attending the fair and post résumé at www.mnpcfair.org
- Send letters and résumés to employers attending the fair to request interviews at the fair
- Attend workshops as needed

Dates subject to change — be sure to check G-Net for more information and to confirm dates, times, and locations.

January '09

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------------------|--|---|---|----------------------------------|---|--|
| | | | | 1 New Year's Day | 2 | 3 |
| Christmas Break | | | | | | |
| 4 | 5 Classes Begin | 6 | 7 | 8 | 9 Job/Intern Fair \$10 Deadline | 10 |
| 11 | 12 Job/Intern Fair \$20 Registration Starts Career Center Open House 2-4 p.m. | 13 Résumés/Letters Workshop 3:30 p.m. | 14 Résumés/Letters Workshop 3:30 p.m. | 15 Use G-Net 3:30 p.m. | 16 | 17 |
| 18 | 19 Use G-Net 3:30 p.m. | 20 Interview Workshop 3:30 p.m. | 21 Interview Workshop 3:30 p.m. | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 Interim Ends | 31 Job/Intern Fair Final Reg. Deadline |

DETAILS ON

 at: www.gustavus.edu/careercenter/